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Instructions of Direc-
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U. S. B. Mint New Orleans
Recd. this 11th June 1838 the
within Instructions

David Bradford
Superintendent

Instructions in relation to the Course of accounting for gold and silver at the Branch of the Mint of the United States at New Orleans.

A. Of the Purchase of Bullion for Coinage, in behalf of the United States.

1. When a deposite of bullion is made at the Mint, it is first received by the Treasurer; by whom, or under whose direction, it is weighed immediately, and in the presence of the depositor, if practicable. But if the bullion be of less value than $100, (which may nearly enough be judged by its weight and appearance,) or if it be so base as to be unsuitable for the operations of the Mint, it is usually refused, as is authorized by law.

2. The Weigher enters in his Weigh-book, the date of deposite, kind of bullion, in what shape and by whom deposited; if gold, from what state or country originally derived. If the bullion be of gold, and contain a considerable quantity of silver, it is noted as "Gold containing silver", and so in the opposite case; and the bullion is entered in the gold or silver Weighing-book, according as the gold or silver appears to excel in weight. If there are several parcels, they are weighed severally, according to the wishes of the depositor; but it is not usual to make distinct items of parcels of less value than $100. The weights before melting are expressed in the right hand columns of the book, in pounds, ounces, and decimal parts of an ounce. Gold is weighed to the 100th (.01) of an ounce, and silver to the 20th (.05) of an ounce; fractions of these parts are not given to the depositor.

3. The Weigher gives a receipt (see M. & N.) for the weight before melting. This receipt is not properly transferable, except in peculiar circumstances, and with a perfect

asurance of safety to the Mint.

4. If the Assayer decides that the Bullion ought to be melted before it can be assayed, the Melter & Refiner receives it, unofficially, for that purpose; it is melted on the same, or the next day if possible, and returned without delay to the Treasurer, in whose custody it has remained, in point of law, throughout this process.

5. The Weigher enters the weight after melting, in the left hand columns of the Weigh-book. - As, by long experience, it is well ascertained what are the proper limits of loss in melting, it is the duty of the Weigher, at this stage, to see that these limits are not exceeded, or if they are, to satisfy himself that the peculiarity of the case justified it. - The following rules will be of service.

"An Estimate, by the Assayer of the principal Mint, of what should be the Ordinary Loss, and what the extreme limit of loss, in melting gold and silver deposites, preparatory to the Assay; as far as he can judge from his own experiments, and from what should be expected from careful operators, in ordinary routine:

Gold.

Description.	Loss, in a Weight of 5 ozs. to 20 ozs.		Loss 20 ozs. to 100 ozs.		Loss, 100 oz. to 500 oz.	
	Ordinary	Extreme.	Ordinary.	Extreme.	Ordinary.	Extreme.
1. Clean Bars, lumps, & cakes.	.01	.02	.01	.05	.03	.25
2. Grains & Dust.	Irregular and uncertain					
3. Coins.	.01	.02	.01	.08	.03	.15
4. Jewelry & plate.	.01	.02	.01	.05	.03	.25
5. Amalgam.	Irregular and uncertain.					
6. Laminated	.01	.02	.01	.05	.03	.25

Silver.

Description.	Deduction, if not melted, Per Cent.	Ordinary Loss if melted, Per cent.	Extreme Loss, if melted, Per cent.
1. Bars, Pigs & Test Bottoms Clean	$\frac{1}{10}$ of 1 per cent	$\frac{1}{5}$ of one per cent.	$\frac{1}{4}$ of One per cent.
2. The Same, not Clean.	Must be melted	$\frac{1}{4}$ of one per cent.	$\frac{1}{3}$ " " " "
3. Coins	$\frac{75}{100}$ of 1 oz. per $1000.	$\frac{1}{10}$ " do do do	$\frac{1}{7}$ " " " "
4. Jewelry & Plate.	Must be melted	$\frac{1}{5}$. do " do	$\frac{1}{2}$ " " " "
5. Amalgam	Must be melted	from 2 to 5 per Cent.	from 5 to 10 " "

N. B. Clean bars of gold are frequently melted without any loss; and when a single bar is deposited, and appears to have been well melted, it is usually assayed without remelting, and, of course, reported without loss. The regular deduction from gold coins, not melted for assay (as, where they are not mixed, and are of uniform and known fineness,) is $\frac{75}{1000}$ths of an ounce per draught of 250 ounces. The above estimates of losses on gold, suppose that a protective flux, (as borax,) has been used. A refining flux (as nitre,) is not used in melting for assay, unless the metal be in a very impure and intractable condition; in which case, as the loss will be uncertain and considerable, the depositor ought to be informed in regard to the process."

6. As soon as the weight after melting, (or after deduction, where melting is dispensed with,) is ascertained, the Treasurer's Clerk transcribes the date of deposite, name of the depositor, description and number of bullion, and weight after melting, upon a blank, called the Assayer's Report. (see Q 1 & 2.) This is taken to the Assayer, who, at the same time, (or previously,) cuts off such small portions of the bullion as may be necessary for his operations.

7. The Assayer inserts in the Report, the fineness of the bullion, and signs his name. If the bullion be gold, and contain silver enough to report, (and vice versa,) according to law and the rules of the Mint, the Assayer prepares an additional Report, stating the quality of the bullion, as to the precious metal so contained. The rule is, to separate bullion for the benefit of the depositor, when the precious metal contained shall be worth five dollars or more, after allowing for cost of parting and necessary alloy. The Assayer calculates, in a book

kept for that purpose, the Standard weight of each parcel, and the value of the sum of those parcels, (if there be more than one,) in each Report; these results are carried to the nearest thousandth part of one ounce, for gold, and to the nearest $\frac{5}{100}$ths (.05) for silver, and are marked by him in pencil in the Report, as a check to the calculations afterwards made in the Treasurer's Office, but without any lawful responsibility on the part of the Assayer, for their accuracy. The Assayer also gives directions in pencil for making the deductions; concerning which the Assayer of the New-Orleans Mint has already received minute instructions. Having entered the details of the Report on his Register, he returns it to the Treasurer.

8. The Treasurer, or his Clerk, upon receiving the Report, calculates the standard weight of each parcel, and the value of the whole; if these agree with the Assayer's pencil marks, they are taken as correct; if not, the two officers compare and adjust the account. The Treasurer, or Clerk, then calculates the deductions, (which are to be verified by another person in the same office,) and completes the Report by re-writing, in ink, the matter noted in pencil.

9. A Warrant (B.C.) is then made out, for the amount payable after deduction; it is signed by the Director, or Superintendent, and properly endorsed. The Clerk also makes out a Memorandum (O1.+2. P1.+2.) stating the transaction in detail, and giving the net value of each parcel.

10. When the depositor presents his receipt, (N. N.) he signs the receipt on the back of the Warrant, and the duplicate in the margin of the Warrant-book. The Coins are then paid to him, and he receives likewise the Memorandum above mentioned.

11. The several deposites are spread upon the Treasurer's Registers, and are summed up monthly.

B. Of the Deposite of Bullion for Coinage.

1. When the Treasurer is unprovided with funds of the United States to purchase deposites, or if the deposite is so large that it cannot be met with funds on hand, it is received on credit to the depositor, who must await its coinage.

2. Every step is taken as before, up to paragraph 8, inclusive. The Treasurer issues to the depositor his negotiable Certificate for the net value, together with a Memorandum. The depositor is credited on the Bullion Journal for the amount; and when the depositor is paid upon the Directors (or Superintendents) Warrant, he is charged with the same, and the certificate is returned to the Treasurer. All the Warrants and forms, heretofore sent to the Branch Mint at New Orleans, were based upon this system of deposite, it having been, until within one year, the usual course at this Mint. It is now, however, entirely superseded by the system of prompt payments, and will not be called into use except upon the withdrawal of Government funds.

C. Of the Accounts of Officers in the Mint.

The only Officers who account with each other are the Treasurer with the Melter & Refiner, and the Treasurer with the Coiner. The small parcels of bullion, which are employed by the Assayer in his operations, are in point of law, within the custody of the Melter & Refiner.

From time to time, the Treasurer (by his Weigher) delivers gold and silver bullion and Clippings to the Melter & Refiner; both these officers make entries of such deliveries in small weigh-books. The Melter & Refiner is charged with the standard weight of deposites, and with the actual weight of Clippings, which are always presumed to be of Standard fineness.

As soon as the ingots are ready for Weighing, assays are taken from each Melt by the Assayer. That Officer reports the fineness of such as are within the proper limits; others are reported as condemned, and must be retained by the Melter & Refiner for re-melting. (R1.&2.) Gold ingots may vary from Standard fineness one thousandth, that is from 899 to 901.; and Silver ingots two thousandths, that is from 898 to 902, agreeably to Mint regulations. The Assayer's Reports of approved ingots are kept on file by the Treasurer. The ingots having been approved, the Coiner, the Melter & Refiner, and Weigher, attend at the Weighing; and at least two accounts must be taken of the weights, at the time. It is necessary that that the Coiner should attend (as well as the Melter & Refiner) because the ingots are weighed but once, and the delivery to the Treasurer, by the Melter & Refiner, is simultaneous with the delivery, by the Treasurer, to the Coiner.

This method is adopted also with respect to the delivery of Clippings.

In weighing gold ingots for half-eagles, it is usual to put seven in each draught; ingots for quarter-eagles, twelve in a draught. Gold Clippings are weighed in draughts of 25 pounds exactly. The draughts of gold are rendered to hundredths of an ounce; each weight is entered separately, in pounds, ounces, and hundredths of an ounce; when the weighing is completed, the sum is taken, and reduced to ounces and hundredths; from which is invariably deducted (whether the bullion be ingots or Clippings) $\frac{6}{100}$ths of an ounce for each draught, as an allowance for dirt, grease, &c. The remainder is the true weight to be debited or credited. All these Calculations must appear at large on each Weighing-book.

In weighing Silver ingots for half-dollars or half-dimes, it is usual to put 24 in each draught; ingots for quarter dollars, 34; and ingots for dimes, 20, in a draught. Silver Clippings are weighed in draughts of 70 pounds, exactly. The draughts of Silver are weighed and entered to $\frac{5}{100}$ths (.05) of an ounce. The same course is then pursued, as just stated, for gold, except that the deduction from each draught of Silver ingots or Clippings is $\frac{20}{100}$ (.20) of an ounce.

Whenever the Coiner is about to make a delivery of Coins to the Treasurer, he gives notice to the latter to attend at the Weighing, at which time it is to be ascertained that the coins are within the limits prescribed by law, agreeably to the 25th, & 26th Sections of the Act of January 18th, 1837. The coins being approved, are delivered to the Treasurer by tale, and their standard weight is deduced therefrom by calculation, and so charged. At the time of such delivery, the Assayer also attends, while the Treasurer takes one piece from every 1000 pieces of gold, or 5000 pieces of silver (before the actual delivery) as an assay-piece, agreeably to Section 27th; such pieces are noted in a book kept for the purpose, stating their number, kind, weight, value, and to what warrants they correspond; they are then enveloped in papers, properly endorsed, and forwarded by mail to the Director of the Mint, at Philadelphia. The Journal entry, "Gold (or Silver) Coins reserved for Assaying", represents the Treasurer of the Branch Mint, who is charged with the Coins, and in whose custody they remain, in point of law, although transmitted to the principal Mint. At the latter place they are received as a deposite for Coinage, and, after the annual assay, Coins will be returned therefor, equivalent to their value as standard bullion, or will be placed to the credit of the Treasurer of the Branch Mint, subject to his draft.

At the close of the month, the Treasurer, Coiner, and Melter & Refiner sum up, each in his own book appropriated for that purpose, the various deliveries of Bullion, ingots, clippings, and coins. If all accounts agree, in standard weight and value, the Treasurer's Clerk makes out Warrants for the same, (agreeably to the forms sent herewith) as if the various daily deliveries, of each kind, constituted one delivery, at the end of the month. These Warrants are signed by the Director, (or Superintendent,) receipted on the back, and form the basis of the Treasurer's Journal Entries; (S.) they are forwarded also to Washington, quarterly, with other vouchers.

At the end of each month, the Treasurer's Clerk journalizes the Bullion transactions, agreeably to the forms. (S.) These entries are next posted in the Bullion Ledger, agreeably to accompanying specimens. (T.)

All the accounts are closed and balanced, on the last days of March, June, September, and December. As soon thereafter as it can conveniently be done, abstracts of those accounts, agreeably to the accompanying forms, are made out, & signed by the proper officer; the Coiner, and Melter & Refiner, furnishing counter statements of their accounts of Gold & Silver. (See forms). These statements or abstracts, together with the various Warrants and Assayer's Reports upon Bullion, and the Ordinary Accounts, to be hereafter noticed, are made up into one package, and, together with an explanatory letter, sent to the First Auditor at Washington.

On the last day of each year, the contents of the vaults of the Coiner, and Melter & Refiner are delivered to the Treasurer, accompanied with statements of the two officers first named, of the amount of bullion of each kind, (gold or silver,) received & returned by them respectively during the past year exclusive of balances; also, the amount returned for the purpose of settlement, and the amount of the allowance which they require as wastage. The Melter & Refiner shall also present, at that time, his account of silver used for alloy; and a fair estimate of the proceeds, after all charges, of such sweeps as he may have, not smelted; such estimate to be verified by trials and calculations of the Assayer; and if their various accounts shall be found just by the Treasurer, and if the Director, (or Superintendent,) shall be well satisfied that there has been a bona fide waste of the precious metals, and necessary consumption of silver alloy, equal to the amount claimed, he shall allow the same by his Warrants, (K.L.) provided the claim do not exceed the limits prescribed in Sections 23 and 29 of the law already referred to.

Instructions in relation to the accounts of Ordinary Expenses of the Mint Establishment.

The Ordinary Accounts are thus classified:

1. Salaries of the Officers and Clerks of the Mint.
2. Wages of Laborers.
3. Incidental & Contingent Expenses & Repairs of the Mint.

See Specimens of Journal Entries U.) and Ledger Entries (V.)

In the transaction of the ordinary account, a bill, presented to the Treasurer, must be signed or

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approved by the Officer ordering the articles, mentioned in the bill.

An ordinary Warrant, (A.) signed by the Director, (or Superintendent,) for the amount, is then made out and numbered, which must be receipted on the back, and, upon being presented to the Treasurer, is paid.

A Bill-Book is kept, in which copies of all the bills are entered, the numbers of all the Warrants, and the dates of the payments.

A Book is also kept, entitled "List of Warrants for ordinary Expenses", in which the date, number, and amount of each warrant, as well as the person in whose favor it is drawn, and briefly for what sort of Expenditure, are stated; these amounts are closed and cast up in the book quarterly.

Every warrant encloses the bill for the payment of which it is issued, and is filed according to its number, and the class to which it belongs, to be forwarded to the Department, quarterly.

All accounts between the Treasurer of the Br. Mint at New Orleans and the Treasurer, or the Director of the Mint at Philadelphia, for moneys transmitted, or articles purchased, will be of a subsidiary character, and will not be returned to the Department. The receipts taken here will be forwarded to New Orleans always at the close of each quarter, and in time to be included in the quarterly accounts.

R. M. Patterson
Director of the Mint,
Philadelphia, May 25, 1838.

To/
David Bradford, Esq.
Superintendent of Branch Mint,
New Orleans.